

## **HUMAN RESOURCES ANALYST HUMAN RESOURCES DEPARTMENT**

**SALARY RANGE:** \$4,300 - \$5,762 per month

**CLOSING DATE:** January 25, 2013

**ABOUT THE JOB:** This Human Resources Analyst will plan, organize and manage Human Resources functional activities related to the maintenance and operations of the City's HR/Payroll system and provide analytical, technical, and administrative support to the Human Resources Director, Human Resources Business Partners, as well as partner with the Finance Department on payroll issues.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Analyze HR systems needs and identify methods to manage information with greater efficiency and reliability; work with HR staff to develop systems solutions and solicit input on systems issues;
- Manage the HR role when new systems are implemented or current systems are modified, design and test processes, troubleshoot problems and document changes;
- Work with HR, Finance, and Information Systems staff to identify and analyze internal procedures to facilitate the automation of accurate and efficient maintenance of employee records;
- Serve as administrator of the HRIS network and maintain the position control system;
- Serve as department liaison to Information Systems, Finance and the Web Manager regarding HR/Payroll issues;
- Provide training and technical assistance on the HRIS network, as well as provide or coordinate other technical training through either internal resources or outside computer training vendors;
- Provide complex budget assistance to the Human Resources Director.

**TO QUALIFY:** Requires a Bachelor's degree in Human Resources, Business or Public Administration, Information Systems, or a related field and four years' experience in Human Resources and/or Information Systems, or an equivalent combination of education and experience.

Requires knowledge of practices and principles of HRIS administration, database development and query, form and report development, federal and state laws and regulations governing wage and hour laws, payroll practices, Human Resources management practices; ability to develop and maintain databases, analyze internal Human Resources related procedures and processes, compile, monitor and track budget information, communicate effectively with diverse customers.

Requires a valid driver's license and the ability to meet the City's driving standards.

**HOW TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov). EOE M/F/D/V